

Instructions for Submitting Income Information for Verification

IRS Data Retrieval –your tax information can automatically be uploaded from the IRS to your FAFSA. If you use the IRS Data Retrieval Tool to link your tax information on your FAFSA, you will not have to request a tax return transcript from the IRS.

- Go to www.fafsa.gov and click the link “make a correction” then enter your FSA ID.
- Click on the financial information tab or page through to the financial information section.
- Look for the question at the top of the page that says, “For 2015, have you (or has your parent, if dependent) completed the IRS income tax return or another tax return?”
- Change the answer from Will File to Already Completed.
- A box will open up that will allow you to retrieve your tax data straight from the IRS.
- If you can check “none of the above” you will be asked for either your or your parent’s (if dependent) FSA ID number and will then be redirected to the IRS website, follow their prompts and the FAFSA will populate automatically with your tax data.
- You will then be taken to the signature page and asked for your pin. Note for Dependent students - do not hit submit until after you have completed both the parent and student sections, if required.
- Resubmit your FAFSA, the school will receive an update with your verified tax information in 1 – 2 weeks.

How to Order a Tax Return Transcript from the IRS:

- Go to www.irs.gov.
- Under tools click – (Get a tax transcript by mail)
- Read the instructions and click the (Get transcript by MAIL) tab.
- Fill in the requested information until you get to the box that says “type of transcript” – you must choose “Return Transcript,” the second choice in the list. We cannot accept an account transcript.

How to Order a Tax Return Transcript by Phone:

- Call 1-800-908-9946 and follow the voice prompts.